

Report for Week Ending 11 April 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

25X1A9a

4-85 - Information Report Study [REDACTED]

A new set of printers proofs have been received on Form No. 1. These proofs required changes in the distribution ladder. The proofs were returned to the printer reflecting these changes and a new set of proofs requested.

Completed Projects

25X1A9a

IAC- AHIP - WGIR

1. Inter-Agency Document Request [REDACTED] At the regularly scheduled meeting of this sub-committee on 9 April, it was decided that this new Inter-Agency Document Request form would be prescribed by AHIP rather than IAC.

2. It was reported at this meeting that the initial shipment of Minicard equipment was expected to be received by the Air Force on 10 April.

DD/I Area

25X1A9a

1. Batch System Study [REDACTED] Unsatisfactory supplies of Lot No. 250, of Batch System Mats are being returned to the manufacturer. Arrangements are being made to obtain credit for these unsatisfactory mats on replacement mats.

25X1A9a

2. Training Course Attendance Record, Form No. 955 [REDACTED] This form has been developed for the use of [REDACTED] for the purpose of recording by Training Course Titles the names of those individuals within the office who have taken specific training courses. This form is an 8"x9½" which folds to a 5"x8" size and has a detachable lower stub. The desirable features of this form are such that the possibility of its standardization for Agency-wide application will be taken up with the Office of Training.

DD/S Area

25X1A9a

25X1A8a

25X1A6a

2. Request for Supplies of Form for [REDACTED] [REDACTED]. In accordance with 25X1A9a informal general stocking recommendations of this office, memorandum has been received from the Supply Branch, [REDACTED] requesting that Forms 25X1A6a Management Branch initiate action for the printing, for local stock, of a one year's supply of the "Record Center Charge-Out Card", Form No. 490b. This matter was given immediate attention and supplies will be forwarded to [REDACTED] through this office as soon as received from the Printing Services Division.

25X1A6a

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	4	8	9	-	21
Revision	2	2	6	-	10
Reprint *	2	-	-	-	2
Total	<u>8</u>	<u>10</u>	<u>15</u>	<u>-</u>	<u>33</u>

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NUMBER OF COPIES</u>
New	1	-	3	-	4	14,500
Revision	-	-	4	4	8	487,000
Reprint	2	1	1	5	9	419,000
Total	<u>3</u>	<u>1</u>	<u>8</u>	<u>9</u>	<u>21</u>	<u>920,500</u>

Redesignated 2
Obsolete 1

25X1A9a



*68 Reprint Actions were received after the report had been prepared.